

# Meeting Notes

**Attendees:** Kevin D. Shelley, AIA, LEED AP, Schmidt Associates, Inc.  
Lennie R. Brim, Schmidt Associates, Inc.  
Mark McDonald, K. P Meiring Company

**From:** Lennie R. Brim  
MEP Construction Administration  
lbrim@schmidt-arch.com

**Re:** Preconstruction Meeting  
Cascade Science Lab Renovation  
2008-046.CSL 8.1

**Meeting:** March 19, 2009                      **Time:** 9:00 am

**Location:** Schmidt Associates, Inc.

*Architecture  
Engineering  
Technology  
Interior Design  
Landscape Architecture*

*Wil-Fra-Mar Building  
320 East Vermont Street  
Indianapolis IN 46204-1640  
317.263.6226  
317.263.6224 (fax)  
www.schmidt-arch.com*

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The purpose of the meeting was to establish basic procedures prior to the beginning of construction.

## PROJECT DIRECTORY:

1. A project directory was distributed. Kevin asked Mark to confirm all names and addresses.
2. Mark noted that Ken Meiring will be the Project Manager for K.P Meiring.

## PROGRESS MEETINGS:

1. Progress meetings will be held bi-weekly on Tuesdays, at 2:00 p.m., starting April 21<sup>st</sup>.
2. Kevin will verify with the Owner that progress meetings can be held in the High School Conference Room.
3. Expected Attendees:
  - a. Schmidt Assoc.; Kevin Shelley and/or Lennie Brim
  - b. Dr Spray
  - c. Ken Meiring
  - d. Subcontractors (as required)
  - e. Principal (as required)
4. Time: 2:00-4:00 pm Tuesdays, Beginning April 21, 2009
5. Location: High School Conference Room

6. Typical agenda items to be covered in the progress meetings were discussed.
  - a. Review of previous meeting notes
  - b. Review of progress and schedule
    - 1) These are to be typed for inclusion in meeting notes.
  - c. Submittal status
  - d. A/E comments/questions
  - e. Owner's comments

#### REVIEW OF GENERAL REQUIREMENTS:

1. Kevin reviewed Specification Sections 013100 and 011200.
2. Submittals:
  - a. Schmidt will provide a Submittal Schedule to K. P Meiring.
  - b. Kevin reminded Mark that each submittal is to have the Specification Section clearly marked on the cover sheet.
  - c. All submittals are to be sent to Schmidt to the attention of Tricia Smith at [tsmith@schmidt-arch.com](mailto:tsmith@schmidt-arch.com).
  - d. Mark asked if electronic submittals are acceptable. Kevin noted using electronic submittals is encouraged.
  - e. Kevin noted the hardware and locksets will require review with the Owner.
  - f. Construction Schedule:
    - 1) Building will be available for layout in April
    - 2) Rooms 104, 105, and 106 are available May 1.
    - 3) Mark asked for the name of the Owners' Abatement Contractor to coordinate the construction activities. Kevin is to contact the Owner for this information.
3. Schedule of Values:
  - a. The SOV is to be submitted with labor and material line items for each major activity and material.
4. Temporary Facilities:
  - a. Construction parking and entry is to be on east side of the building.
  - b. If storage trailers are required, they are also to be set at the east side of the building. Meiring is to determine by the April 21<sup>st</sup> meeting if any trailers are to be used.
  - c. Badging will not be required, but contractors will be required to check-in at the School Office when students are in the building.

5. Project Record Documents:
  - a. Updated Record Documents are to be kept on site.
  
6. Pay Requests:
  - a. Pencil copy is to be e-mailed to Lennie Brim by the 20<sup>th</sup> of the month.
  - b. Three wet signature approved copies are due to the Schmidt office by the 25<sup>th</sup> of the month for processing by the Owner at the next month's Board Meeting

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If any of the above does not agree with your understanding, please clarify by return mail within seven days of receipt. Otherwise, notes shall stand as written.

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LRB:mkb

Copy: Attendees